

## Public Health Assistant Regional Director Vacancy

The Mid-Cumberland Regional Office of the Tennessee Department of Health is hiring an Assistant Regional Director. Responsibilities include serving as Assistant Regional Director as well as Cheatham County Health Department Director. Specific responsibilities are outlined below.

### **Assistant Regional Director Duties:**

Manage the performance of staff and delivery of public health services in the Regional Office and 12 counties in the Mid-Cumberland Region and provide daily guidance toward the Tennessee Department of Health Mission during the year.

- Provide executive management in the absence of the Regional Director.
- Respond to requests for information or complaints.
- Participate in county performance plan mid-year reviews.
- Encourage and empower regional and county staff to participate in Primary Prevention Initiative development and implementation.
- Work with the local county health department director and appropriate regional office staff in the development of internal audit responses.
- Conduct Regional Office staff meetings, by providing regional and state updates.
- Provide direct supervision to the following:
  - Administrative Services Director (RO)
  - Community Health and Wellness Director (health promotion) (RO)
  - PHOS (County)
  - Nursing Supervisor (County)
  - APN (County)
  - Nutritionist (County)
  - Health Educator (County)
- Any other duties as outlined by the Regional Director

### **County Director Duties:**

Lead with population, community and public health expertise by being a respected primary voice for public health.

- Participate in county health council meetings.
- Provide population-based health data to community resources.
- Engage in community partnerships.

- Market public health services through various outlets and community presentations detailing the various service offerings of the local health department.
- Work with Cheatham County officials to re-institute the County's Board of Health.
- Engage local health department management team, local staff and regional office staff to establish goals utilizing the County Performance Plan (CPP) tool.
- Review progress with local management team, at least quarterly.
- Conduct mid-year performance review, during the third fiscal quarter of each year.
- Manage resources to ensure maximum production of work output as evidenced by RVUs and encounters.
- Participate in at least two Primary Prevention Initiatives, and ensure all staff does the same.
- Report personnel issues to the RD and HR as soon as they occur.
- Conduct QI Universal Facility Reviews.
- Ensure medical management creates an environment of compliance to QI standards.
- Work with county management team to implement effective implementation plan per current QI guidelines.
- Review & assess patient satisfaction surveys upon receipt of survey results and create action plans if issues are identified.
- Show Baldrige progress/advancement by either achieving higher level status OR presenting documented change based on application's Opportunities for Improvement.
- Utilize LEAN management concepts by conducting at least one LEAN process annually.
- Develop and submit an annual budget to the County Commission.
- Review county and contract budgets on an on-going basis.
- Work with county finance staff to assure contract invoices for reimbursement are accurate and timely.
- Review internal audit findings and submit written management comments to the Regional Director.
- Develop, review, monitor, invoice, and/or report any county specific grant budgets such as tobacco funds, diabetes, chronic disease, etc.

Interested candidates should submit their resume and cover letter to Sanjana Stamm at [sanjana.stamm@tn.gov](mailto:sanjana.stamm@tn.gov).

***The Tennessee Dept. of Health is an equal opportunity, equal access, affirmative action employer.***